

26 MAR 1965

MEMORANDUM FOR: Chief, Recruitment and Retiree Placement Division
SUBJECT : IG Survey of the Office of Personnel

1. I have just submitted a status report to the Deputy Director for Support on action on recommendations contained in the report of the 1964 IG Survey of the Office of Personnel. One of those on which action has not been completed deals with our recruitment processes, specifically with the recruiter's description of the Agency to an applicant. The pertinent portion of the IG's report is attached for reference.

2. [REDACTED] tells me that she did talk with you about the attached chart which you sent to [REDACTED] for processing and that she had agreed to call Mr. Chretien's office to obtain any descriptive materials he might be able to supply for our use. However, that contact has not been made and I would prefer a different approach to this task.

3. Specifically, I am asking that you draft an appropriate statement in light of the comments contained in the IG's report and invite Mr. Chretien's review and critique. I believe that in approaching the job this way we will have a statement written in "recruiter language" and focussed on the particular context of an applicant interview. While I would not require each recruiter to memorize this statement or to read it verbatim during an interview, I would insist that each recruiter be sufficiently familiar with it to ensure that his description of the Agency would be a reasonable facsimile.

4. While I appreciate the fact that your workload has been substantially increased with the addition of the retiree placement function, I believe that it will be necessary to give sufficient priority to this job to complete it in the near future. For this reason, I am setting a suspense date of 16 April 1965 for its completion.

DOC	1	REV DATE	20/04/8V	BY	103877
ORIG COM2	—	OPI	32	TYPE	01
ORIG CLASS	5	PAGES	3	REV CLASS	U
JUST	22	NEXT REV	20/12	AUTH:	HR 10-2

/s/ Emmett D. Echols
Emmett D. Echols
Director of Personnel

Attachment: A/S

Distribution:

O & 1 - Addressee w/att.

1 - D/Pers Chrono

Approved For Release 2001/07/12 : CIA-RDP80-01826R001100090001-4

OD/Pers [REDACTED] sac (26 March 1965)

